

**AUBURN UNIVERSITY
SYLLABUS**

1. **Course Number:** ADED 7920/6
 Course Title: Internship
 Credit Hours: 1-6 semester hours
 Prerequisites: Departmental approval

2. **Date Syllabus Prepared:** November 2014

3. **Texts:** None

4. **Course Description:**

Provides advanced students with supervised internship experiences in a school, college, or other appropriate setting. Evaluation and analysis of the internship experience.

5. **Course Objectives:**

Upon completion of this course, students will:

- A. Possess self-confidence in their professional roles.
- B. Develop confidence in performing the duties required of the career technical or adult education teacher, administrator, or curriculum developer.
- C. Formulate educational, programmatic, and/or administrative objectives and develop instruction, curriculum, or activities to attain the objectives.
- D. Apply educational instruction, curriculum planning, and/or administrative research findings as they relate to career technical programs or to adult education programs.
- E. Evaluate the use of educational instruction, curriculum planning, and/or administrative activities as related to the internship.
- F. Create an ePortfolio that documents experiences, accomplishments and reflects learning and application that is accessible to a professional audience.

6. **Course Content:**

- A. Distance students will communicate with members of the class (including instructor) using media of their choice. These media include, but may not be limited to: telephone, US Postal service, email, online LMS communication tools.

- B. Content will be delivered via printed, online, graphic, or other appropriate materials via the Internet and the online LMS as required by the nature of the content.
- C. Distance students will submit work via the online LMS or in hard copy as required by the individual assignment parameters.

7. Course Requirements:

- a. **Activity Log** or Blog (weekly) - Students will maintain an activity log or blog reflecting internship parameters established in week one. The activity log may be hard copy or electronic, such as a blog. The weekly activity log represents the intern's level of accomplishment. The onsite intern mentor will sign the activity log verifying content prior to student submission or send email verification. Specifics regarding format of submission are delineated in the calendar below.
- b. **ePortfolio** – Students will develop an ePortfolio. Further instructions to be provided along with an evaluation rubric.

Week 1: Meet with professor (face-to-face or electronically) to discuss the instructor approved internship site. Establish specific internship goals, activities, and milestones (using communication medium of choice, as determined by professor and student). Establish meeting schedule with professor. Instructor will arrange for an onsite intern mentor.

Weeks 2-15: Each week, complete scheduled internship experiences, activities, and projects, along with developing ePortfolio. Communicate with professor on an as-needed basis (using communication medium of choice, as determined by professor and student).

Week 16: Submit ePortfolio and internship activity log/blog lieu of final exam via online LMS.

8. Evaluation:

Total Points – 100 points maximum

- a. **Internship Evaluation (80 points)** - The student will be visited by the university supervisor as prescribed by certification regulations during the internship period. Based on observations, the university supervisor will evaluate the intern and discuss progress and suggest where improvement is needed. The cooperating teacher or mentor will evaluate the intern on an ongoing basis during the internship. The final evaluation will be made through the efforts of both the university supervisor and the cooperating teacher or mentor. A student must receive an overall average score on the internship evaluation to receive a satisfactory grade.
- b. **ePortfolio Evaluation (20 points)** – see Rubric and Instructions attached.

The final grade will be an S/U grade. The grade will be determined by the successful completion

of all internship related activities and the submission of the ePortfolio and Internship Activity Log. The grade will be either "S" for satisfactory or "U" for unsatisfactory. A grade of 85 or above will result in an "S" grade and anything less than 85 points will result in a "U".

9. Class Policy Statements:

The Student eHandbook can be found at www.auburn.edu/student_info/student_policies/

- a. **Attendance:** Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence. 1. If an instructor chooses to require attendance, the attendance policy must be consistent with the university attendance policy. Instructors may not invoke grade penalties for appropriately documented excused absences.
- b. **Excused absences:** Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required.
- c. **Accommodations/Learning Disabilities:** Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, [844-2096](tel:844-2096) (V/TT).
- d. **The University Academic Honesty Code** and the other rules and regulations from the Student Handbook will apply to this class. The eHandbook can be found at www.auburn.edu/student_info/student_policies/
- e. **Professionalism:** As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College's conceptual framework. Additional guidelines for this course include:
 - Follow videoconferencing rules
 - The use of cellphones, emailing or texting in class is prohibited

- Support discussion netiquette
 - Treat all with respect
- f. **Course Contingency:** If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials

10. Justification for Graduate Credit:

Graduate students will have the opportunity to select and apply educational theories and practices and will be required to analyze and evaluate teaching strategies, educational resources, student's educational progress, curriculum development practices, and/or administrative procedures as appropriate to the individual student's internship.